

# **POLICY BULLETIN CHILD NUTRITION PROGRAMS**

**FDCH 02-08**

**January 17, 2008**

**SUBJECT: Relative Care Providers**

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This bulletin replaces FDCH 12-07, which adds the option for Relative Care Providers to care for a maximum of 3 babies when 6 children are in care. Also added is the requirement of BCI checks, please refer to FDCH 19-07 for details on this requirement.

Child care licensing is not available to Relative Care Providers in the State of Utah.

CACFP regulations provide for alternate approval to participate in the Food Program when licensing is not available, if the day care home demonstrates compliance with CACFP child care standards or applicable state or local child care standards to the State Agency.

Part 226.18(a)(2)

Providers will demonstrate compliance with applicable state or local child care standards as follows:

## **Relative Care Guidelines**

1. There will be only ONE expiration date and ONE qualifying start date.
2. The required elements to participate:
  - a. Agreement with Sponsoring Organization (SO) which includes signed verification that provider has reviewed and agrees to comply by current Residential Certificate requirements, as set forth by the Utah Bureau of Child Care Licensing (for initial sign-up only)
  - b. Annual Food Service inspection (conducted by local Health Dept.; when local Health Dept. inspection is unavailable, conducted by SO staff certified in HACCP, on form supplied by CNP)
  - c. Annual BCI check for all residents of a household 18 years of age and older
  - d. Annual inspection conducted by the SO (form supplied by CNP)
  - e. Local Fire Department inspection
  - f. Current CPR certification
  - g. Current First Aid certification
  - h. Current Food Handler's Permit
  - i. Completion of annual Food Program training, as required by sponsor
  - j. Completion of the CCR&R's Target Training class (for initial sign-up only)

3. The Relative Care level of participation will follow current licensing child-to-provider ratios. A total of 8 slots are available counting the provider's own children less than 4 years of age. A maximum of 2 babies under the age of two will be allowed when 8 children are in care and a maximum of 3 babies will be allowed when 6 children are in care. There will be no Group Care level equivalency.
4. All day care participants must be related and, upon request, provider must be able to show proof of relationship to the Sponsoring Organization. For purposes of qualifying under the Relative Care option, the provider must be related to each child in care as one of the following: sibling or step-sibling 18 or over providing care for sibling(s) 12 or under from a separate household, aunt, uncle, grandparent, step-aunt, step-uncle, step-grandparent, great aunt, great uncle, or great grandparent.
5. Each item in #2 will be considered as a whole, not as individual items.
  - a. Once the completed packet has been received from a prospective provider, the expiration date will be assigned as the last day of the first claiming month. (For example, the packet is turned in on May 15<sup>th</sup>. If the packet is complete, the start date will be set as May 15<sup>th</sup> of the current year, and the expiration date will be set as May 31<sup>st</sup> of the following year.)
  - b. The expiration date will not be set by the individual items in #2, but by the completed application packet as a whole.
  - c. A renewing provider may submit a completed renewal packet any time before the renewal date and there will be no interruption in qualified participation. The original month and day of expiration will roll over to the following year.
  - d. If any portion of the renewal packet is received AFTER the expiration date, the provider will be ineligible to participate until a complete renewal packet is received and approved. The original expiration date will still be used and moved to the following year.
  - e. If renewal packet is more than 120 days late, then a renewal will not be sufficient, and provider will need to complete a "new provider" packet, as outlined in #2 above.
6. If a provider moves, a new application for Relative Care approval with completed Fire and Food Service inspections of the new residence must be submitted. The other existing documentation will continue. The expiration date will remain the same as if the provider did not move. During the time between moving and completing and submitting the application and inspections the provider will not be eligible to participate on the CACFP.

Provider name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Verified	R430-50	SPECIFIED RULE	NOTES
	430-15(1)(e)	Allows access to home to verify rule compliance	
<u>INDOOR AREA</u>			
	10(1)(b)	Provider has an operating telephone	
	10(8)	Electrical outlets accessible to children four and under are protected or capped	
	6(1)	No more than 8 children including own children under age four. No more than 2 children under age two including own children	
	6(2)	Provider or substitute close enough to children indoors and outdoors to oversee activities and intervene as needed	
	10(7)	Dangerous items stored out of reach of children, such as: ___ insecticides/pesticides ___ flammable liquids (gasoline, kerosene, paint thinner, motor oil, turpentine) ___ bleach/household cleaners ___ nail polish remover/rubbing alcohol ___ poisonous plants ___ sharp objects/broken toys ___ empty plastic bags	
	10(11)	Firearms or other weapons stored in a locked cabinet and inaccessible to children. Ammunition stored separately and not accessible to children	
	10(6)	Equipment, furniture and toys in good repair and maintained to prevent injury	
	13(13)	Adequate housekeeping to control and eliminate insects, rodents, and other vermin on the premises	
	6(2)(b)	Sleeping children are checked frequently to ensure safety	
<u>DIAPERING AREA</u>			
	10(4)	Separate from food storage, food preparation, and eating area	
	10(4)	Diapering surface area is smooth and non-absorbent	
	10(4)	Sanitary container for soiled and wet diapers	

Verified	R430-50	SPECIFIED RULE	NOTES
<u>HOT WATER</u>			
	10(9)	Water available to children is not hot enough to burn	
<u>KITCHEN</u>			
	12(2)	Food prep area is clean and sanitary	
<u>MEDICATIONS</u>			
	9(2)(c)	Medications inaccessible to children	
	9(2)(c)	Refrigerated meds kept in spill-proof packaging	
	9(2)	Meds kept in original container with child's name	
	9(2)	Medications include written instructions	
<u>ANIMALS</u>			
	10(12)(c)	Not dangerous or aggressive	
	10(12)(a)	Clean and in good health	
<u>VEHICLE</u>			
	11(4)	Individual, size-appropriate safety restraints	
<u>OUTSIDE AREA</u>			
	10(3)	If fence is required to protect from traffic or water hazards, it is at least 4 feet high; any and all gaps are no more than 3½ inches	
	10(3)	Outside free from hazards, such as: raised decks, balconies or stair wells without railings; sharp tools with exposed blades; unstable equipment or piles; uncovered fire pits/wells/window wells; crush or strangulation hazards; poison plants; stinging insect colonies; standing ladders, exposed wire, etc.	
<u>RECORDS</u>			
	430-6-5(3)	Has anyone moved into your home or turned 12 since your last BCI? If so, have you submitted a BCI? Do you have any new caregivers? If so, have you submitted a BCI?	
	10(12)(b)	Rabies vaccination for pets in the home	
	11(1-3)	Vehicle is licensed, inspected and insured. Provider is licensed and insured	

Passed inspection? \_\_\_Yes \_\_\_No

Provider signature: \_\_\_\_\_ Inspector signature: \_\_\_\_\_